



Permit No.
Quarter Section

Town of FOUNTAIN HILLS
Public Works Department
Phone (480) 816-5130

RIGHT-OF-WAY ENCROACHMENT PERMIT

Application Date: _____

Applicant _____
Address _____
City, State, Zip _____
Contractor _____
Address _____
City, State, Zip _____

Office Phone _____
24-Hour Phone _____
Contact _____
Office Phone _____
24-Hour Phone _____
Contact _____

Contractor License # _____ State Tax # _____ Insurance Expiration Date _____
Town Bus. Lic. # _____ Bond/Security Deposit _____

Project Name/Location _____
Scope of Work and Schedule _____

CHECK ITEM(S) FOR WHICH PERMIT IS BEING REQUESTED:

- ☐ Roadways ☐ Landscape
☐ Drainage ☐ Driveway
☐ Utilities ☐ Other _____

FEES:

3244	Base Fee	30.00
3244	Inspection Fee	_____
3245	In-Lieu Payments	_____
	Total	_____

ADDITIONAL TOWN REQUIREMENTS:

The Town Engineering Department shall be notified 24 hours prior to starting work under this permit. Town Inspector shall also be notified 24 hours prior to any backfill being placed. Failure to provide said notification will subject the work to re-excavation, removal or replacement as may be required for Town inspection, at the permittee's expense. The permittee shall take full responsibility for all work done under this permit and shall complete the work in a workmanlike manner, including cleanup, restoration of right-of-way and repair of damaged property. Notify Inspector 24 hours in advance when project is ready for punch list. **(INSPECTION LINE – 480-816-5198)**

AGREEMENT

FOR AND IN CONSIDERATION of the granting of this permit for the purpose set forth herein, the permittee hereby agrees, covenants and binds said Permittee to all responsibilities, liabilities and demands of all applicable Town, State and Federal regulations and to all conditions set forth in this permit.

IN WITNESS WHEREOF THIS PERMIT HAS BEEN DULY SIGNED THIS

SIGNATURE OF APPLICANT

PUBLIC WORKS DEPARTMENT

A PERMIT AND LICENSE is hereby issued to the applicant to enter upon and use a portion of the right-of-way of the Town of Fountain Hills.

Date Paid _____ Check No. _____ Amount Paid _____
Received By _____ Date _____
INSPECTOR _____ INSPECTOR'S PHONE # _____

APPLICATION SUBMITTAL REQUIREMENTS

1. All applications shall submit:
 - A completed and signed permit form
 - 3 sets of construction plans
 - General liability insurance for minimum of \$500,000 naming the Town of Fountain Hills as an additional insured
 - Statutory Workman's Compensation InsuranceAdditionally, all applicants except public utilities shall have a Town of Fountain Hills Business (privilege) License and a State Contractors License.
2. When road or lane closures are required during the work, three (3) sets of Traffic Control Plans shall be submitted with this application including a name and phone number for 24-hour contact person. No street or alley closures shall occur without written approval of the Traffic Control Plans.
3. Contractor is defined as that entity which will perform the work. If Subcontractor's are to be used, applicant shall submit the name, address, office phone, 24 hour phone, contact, contractor license number, Town business license number, state tax number and certificate of insurance for each.

CONDITIONS OF PERMIT

1. All work to conform to MAG Specifications and Details or as revised by the Town of Fountain Hills.
2. Traffic control for any work performed within the public right-of-way shall conform to the Manual of Uniform Traffic Control Devices. Maintenance of traffic control shall be the responsibility of the permittee. Should any deficient barricading or signing occur, and the Town has to correct traffic control, the permittee will be assessed a \$100.00 per hour charge for Town crew plus rental fees of any traffic control devices the Town has to use.
3. The applicant shall be responsible for all liability imposed by law for personal injury or property damage arising out of or related to work performed under this permit or arising out of the failure on the applicants part to perform its work under this permit. If any claim for such liability is made against the Town of Fountain Hills, its officers or employees, applicant shall defend, indemnify and hold them harmless from such claim, including claims alleging the negligence of the Town, its officers and employees.
4. All work shall be the sole expense of the applicant and shall be done in such a manner as to be least inconvenient and hazardous to vehicular or pedestrian traffic.
5. The proposed work shall be located and constructed to the satisfaction of the Town Engineer or duly authorized representative.
6. **THE TOWN ENGINEERING DEPARTMENT (480-816-5198) SHALL BE NOTIFIED 24 HOURS PRIOR TO STARTING WORK UNDER THIS PERMIT. The Town Engineer shall also be notified 24 hours prior to any backfill being placed. Failure to provide said notification will subject the work to re-excavation, removal or replacement as may be required for Town inspection, at the permittee's expense. The permittee shall take full responsibility for all work done under this permit and shall complete the work in a workmanlike manner, including cleanup, restoration of right-of-way and repair of damaged property. Notify Town of Fountain Hills inspector 24 hours in advance when the project is ready for punch list.**
7. The applicant shall conform to all provisions of the Arizona Blue Stake Law, and shall call 1-800-STAKE-IT a minimum of 48 hours prior to any work involving excavation.
8. If any of the right-of-way occupied and used by permittee is deemed to be needed or required by the Superintendent of Streets, this permit may be revoked by the Town and all rights thereunder are hereby terminated and upon notice from the Town the permittee shall immediately remove all property owned by permittee.
9. Excavated or stored material shall not be placed or stored on pavement, sidewalk, or traveled roadway surface unless specifically stated and approved on this permit.
10. Excavation within the roadway, and within 3 feet from pavement edges, shall be recompacted to a minimum of 95% relative density (ASTM D-698) within 2 feet of the bottom of the pavement section and 90% below 2 feet. All excavation will require the permittee to pay for and furnish the Town with compaction tests. The minimum amount of test required will be 1 for every 2 feet of fill for lateral cuts, and one every 500 feet for every 2 feet of fill for longitudinal cuts. The minimum amount of test required three feet beyond the pavement edge will be one every 500 feet. Compaction test results shall be submitted prior to finish asphalt being placed or finalizing permit. Non-shrink backfill may be placed in lieu of the above compaction requirements. Asphalt or aggregate base course thickness shall meet existing thickness, minimum 2" AC on 6" ABC. A temporary patch of cold mix will be allowed.
11. Payment and submittal of any additional testing requirements will be the responsibility of the permittee.
12. In addition to the specific conditions of permit herein set forth, permittee shall be subject to and abide by all applicable provisions of Section 16 of the Fountain Hills Town Code dealing with encroachment.
13. **Notify Town of Fountain Hills Street Department 48 hours in advance for removal, replacement or new installation of signs.**
14. Lack of diligence in performing or protection of the work zone may result in cancellation of the permit, an administrative fee, cost of restoration by the Town and/or a misdemeanor (Town Code 16-1-12).

INSPECTION APPROVALS

ROADWAYS	INSP.	DATE	REPORT #	UTILITIES	INSP.	DATE	REPORT #
Subgrade				Seam Cut			
Base				Trench / Pit			
Asphalt				Backfill			
Curb and Gutter				Pavement Patch			
Sidewalk				Adjustments			
Valley Gutter / Cutoff Walls				Water Company Approval			
Survey Monuments				Sanitary District Approval			
Signs / Striping / Barricades				MISCELLANEOUS	INSP.	DATE	REPORT #
Traffic Control				Grading			
DRAINAGE	INSP.	DATE	REPORT #	Irrigation			
Pipe				Landscaping			
Catch Basins/ MH/ Headwalls				Lighting			
Slope Protection / Riprap				Driveway Cuts			
Box Culvert				Other			

Work Completed and Approved: _____

Date: _____